

Adult and Dislocated Worker Program Eligibility and Documentation

Technical Assistance Guide

Missouri Office of Workforce
Development 301 W High Street
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TABLE OF CONTENTS

Page Number

I. GENERAL ELIGIBILITY for ADULT and DISLOCATED WORKER PROGRAMS	3-5
Social Security Number	3
Date of Birth	3
Citizenship/Eligible to Work in the United States	3
Equal Opportunity Complaint and Grievance Rights Notification	3
Selective Service Registration	4
Eligible Veteran Status	5
II. ADULT PROGRAM ELIGIBILITY CRITERIA	6-11
WIOA Adult Basic Career Services Eligibility	6
Individualized Career and Training Services Eligibility	6
WIOA Definition of Low-Income Individual (excluding Youth criteria)	6
Family Size and Income Compared to the Poverty Line and LLSIL	7
Determining Family Size	7
Defining Dependent	7
Family of One	7
Income Eligibility	8
Includable and Excludable Income	8
Family Income Calculations Exclude the Following	8
Self-Attesting Family Size and Income	9
Income Calculation Methods	9
Homeless Individual	10
III. DISLOCATED WORKER (DLW) PROGRAM ELIGIBILITY CRITERIA	11-15
WIOA Basic Career Services Eligibility	11
Individualized Career and Training Services Eligibility	11
Dislocated Worker Eligibility	11
Criteria for Determining Eligibility for Dislocated Worker Program	11
What is “unlikely to return”?	12
Date of Dislocation	15
Missouri Heroes Connect Program	15
IV. SOURCE DOCUMENTATION REQUIREMENTS	15-16
Types of Source Documentation	15
V. ALTERNATE FORMS OF DOCUMENTATION	16-17
Electronic Records vs. Hard-Copy Files	16
Applicant Statement Requirements	16
Applicant Statement vs Self-Attestation	17
VI. ELIGIBILITY AND DOCUMENTATION REQUIREMENTS TABLE	18-38

GENERAL ELIGIBILITY FOR ADULT AND DISLOCATED WORKER PROGRAMS

General eligibility criteria include the following data elements and definitions:

For each data element - Staff must refer to the Eligibility and Documentation Requirements Table (beginning on pg. 15) for allowable source documentation requirements.

For each data element all source documents must be uploaded to the applicant's record in OWD's statewide electronic case management system.

Social Security Number

Staff must request the applicant's Social Security Number (SSN).

In instances where the applicant is hesitant to provide the SSN, Staff must make every attempt to obtain the SSN and:

- Explain the State's requirement to maintain confidentiality of the SSN and that the SSN cannot be made public;
- The State must ensure that the SSN is maintained in a secure and confidential manner; and;
- The State's reporting system uses the SSN to match a program individual's record with that individual's quarterly wage record information to assess the impact of the program's services.

To avoid artificial deflation of performance outcomes, supplemental information will be required for individuals with pseudo SSNs.

Date of Birth

Date of Birth must be verified.

Citizenship/Eligibility to Work in the United States

Citizenship or Eligibility to work in the United States must be verified.

Equal Opportunity Complaint and Grievance Rights Notification

The nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA) prohibit discrimination against applicants, beneficiaries, and employees on the basis of race, color, national origin, age, disability, sex, religion, and political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA financially assisted program or activity.

A copy of the Equal Opportunity Notice and the Complaint & Grievance Notice (OWD-EO-15) must be provided to each employee, applicant, registrant, eligible applicant/registant, employer, and Individual. Signed OWD-EO-15 forms must be uploaded to OWD's statewide electronic case management system. This applies to WIOA Adult and Dislocated Worker, WIOA Youth, National Dislocated Worker Grant, Trade Adjustment Assistance, and any other funded program tracked in the OWD's statewide electronic case management system.

Selective Service Registration

To be eligible to receive WIOA-funded services, all U.S. citizens or immigrants born male(Attachment 1) on or after January 1, 1960 must be compliant with the Selective Service registration requirements or exceptions, or local areas must determine that the failure to register was not knowing and willful. Selective Service bases the registration requirement on gender assigned at birth and not on gender identity or on gender reassignment. Individuals who are born male and changed their gender to female are still required to register. Individuals who are born female and changed their gender to male are not required to register. Selective Service registration requirements and exceptions are found in TEGL 11-11, Change 2, including acceptable documentation to determine registration status and procedures for determining whether failure to register was knowing and willful.

Registration must be verified (for males born after 1959) on the Selective Service website and the registration number must be recorded in OWD's statewide electronic case management system. Recording the registration number in OWD's statewide electronic case management system is considered ideal documentation; no further documentation is required for this element.

Determining Knowing and Willful Failure to Register:

TEGL 11-11, Change 2 clarifies that Local Workforce Development Boards are required to develop a policy for enrolling individuals who are males 26 years old or older that failed to register with the Selective Service. The policy must define the process that the authorized organization will follow, and what documentation is required, to determine whether a failure to register was not a knowing and willful failure and the individual is otherwise eligible to receive WIOA services. TEGL 11-11, Change 2 provides local areas with detailed information about requesting a Status Information Letter and the process for determining knowing and willful failure to register. The intent of the TEGL is to provide a framework for local areas to make determinations through a local process where determinations are based on the individual circumstances (e.g. questions, considerations, statements, status information letter) and relevant documentation (i.e. documentation that supports the reason for not registering or further supports the belief that it was not knowing or willful). Because circumstances vary, and will need to be considered, there is no established, proven list of acceptable documentation. Final determinations must be documented in case notes in OWD's statewide electronic case management system. Non-WDB sub-recipients operating special projects must work with OWD for approvals.

Males 25 Years and Under:

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website, or provide documentation indicating they are covered by an exception (i.e., serving in the military on full-time active duty or a non-U.S. male on a valid non-immigrant visa). Males turning 18 while participating in WIOA funded services must complete Selective Service registration no later than 30 days after becoming 18 to continue to be eligible for WIOA-funded services. Males between 18 and 25 years of age who refuse to register with the Selective Service must be suspended from WIOA-funded services until registered.

Males 26 Years and Over:

Before enrolling in WIOA-funded services, all males 26 years of age or older must provide:

- Documentation of compliance with the Selective Service registration requirement;
- Documentation showing they were not required to register; or
- If they were required to register but did not, documentation establishing their failure to register was not knowing and willful.

Eligible Veteran Status

Eligibility for Veteran status is based on one of the following three criteria:

1. If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.
2. If the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.
3. If the individual is:
 - a. the spouse of any person who died on active duty or of a service connected disability;
 - b. the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed in one or more of the following categories and has been so listed for more than 90 days:
 - i. missing in action;
 - ii. captured in the line of duty by a hostile force;
 - iii. forcibly detained or interned in the line of duty by a foreign government or power; or
 - c. The spouse of any person who has a total permanent disability resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

II. ADULT PROGRAM ELIGIBILITY CRITERIA**WIOA Adult Basic Career Services Eligibility**

ABC enrollment allows basic career services up to Individualized Career Services, which includes self-service/informational services and staff-assisted services that are coded as 100-level services. Refer to the current statewide enrollment and exit issuance or the current activity code definitions issuance for the full list of allowable services under this category.

An individual must provide general eligibility documentation to receive staff-assisted Basic Career Services.

Individualized Career and Training Services Eligibility

An individual may receive staff-assisted career and/or training level services when the individual meets low-income eligibility or other eligibility established following the LWDB's priority of service Issuance and OWD's current Enrollment and Exit Issuance.

WIOA Definition of Low-Income Individual (excluding Youth criteria)

In general, the term "low-income individual" means an individual who meets one of the following criteria:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families program (TANF), the Supplemental Security Income (SSI) program, or the State or local income-based public assistance programs.

SNAP and TANF Indicators

OWD's statewide electronic case management system contains an indicator to identify individuals who are currently receiving SNAP and/or TANF benefits. The indicator may be used to qualify applicants as "low-income" without the need for additional low-income documentation.

The indicator located within OWD's statewide electronic case management system can be located by selecting the following when assisting an applicant:

My Individual Profiles>>Personal Profile>>General Information>>Staff information>Indicators

If the individual is receiving SNAP and/or TANF, staff will see "SNAP-yes" or "TANF-yes". Staff will need to upload a copy of the screen with the indicator in the individual's record. If staff does not see an indicator, the individual that they are assisting does not have automatic proof of low-income, and other documentation will need to be obtained.

2. Is in a family with total family income that does not exceed the higher of the two:
 - The poverty line, or
 - 70 percent of the Lower Living Standard Income Level (LLSIL). Refer to the current Income Level Guidelines issuance.
3. Is a homeless individual (See definition of homeless individual below).

4. Is a foster child on behalf of whom State or local government payments are made.
5. Is an individual with a disability whose own income meets the income requirement of clause 2, but who is a member of a family whose income does not meet this requirement.

Family Size and Income Compared to the Poverty Line or LLSIL

To determine whether an individual is low-income in relation to the poverty line or LLSIL, it is necessary to consider family size and family income. Proof of income (or lack of) for all family members must be obtained and documented.

Determining Family Size

For these purposes, “family” under WIOA, means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple, and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

Defining Dependent

WIOA does not define dependent. To avoid uncertainty in making eligibility decisions regarding family size and income, please refer to IRS 26 U.S.C.152.

IRS defines “dependent” as a “qualifying child” which includes the following criteria:

- Bears a relationship to the taxpayer (i.e. child of taxpayer, or descendant of such child).
- Has not attained the age of 19 as of the close of the calendar year
- Is a student who has not attained the age of 24 as of the close of such calendar year
- A child of any age that is permanently and totally disabled.
- Has not provided over one-half of such individual's own support for the calendar year.

When enrolling an individual that would meet the definition of a dependent, but the individual is claiming independent status, documentation must be provided by the individual to prove independent status (i.e. Tax Returns).

Family-of-One

In addition to meeting, one of the five categories below, the individual must also meet low-income guidelines.

1. Any individual who has a verified, documented disability.
2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child.
3. A foster child on behalf of whom state or local government payments are made.
4. A runaway youth who is separated from the family.
5. An emancipated or court-adjudicated youth who is separated from the family

Income Eligibility

Use the following guidelines for family composition, family size, and family income to determine income eligibility.

Note:

- A stepchild or stepparent shall be considered to be related by marriage.
- The income period for the applicant (and family members) is from six months prior to application, to the date of application.

Includable and Excludable Family Income

Family income calculations include the following:

- Wages (applicant);
- Wages (mother, father or spouse, dependent child);
- Other personal or family income including: Net self-employment income, money from rents, alimony, and regular income from insurance policy annuities, union fund strike benefits, workers compensation, private sector disability insurance payments, dividends, interest, periodic receipts from estates or trusts, winnings from contests and/or lotteries and other taxable income;
- Unemployment compensation;
- Child support payments;
- Non-Social Security retirement, disability or death benefits;
- Student grants (non-needs-based);
- Pensions (whether private, civilian government employee, or military); and
- Old Age, Survivors, and Disability Insurance (OASDI), aka Social Security

Family income calculations exclude the following:

- Veterans payments (education, disability, death);
- Military pay;
- Foster payments;
- Any cash payments under a Federal, State, or local income-based public assistance program such as Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA), and Supplemental Aid to the Blind (SAB);
- Loans, Pell Grants and needs-based grants and scholarships; and
- Supplemental Security Income (SSI).
- Any allowances, earnings, or payments funded by WIOA or other OWD or federally funded programs (e.g., SJL, DRJP, AARP, SCSEP, etc.).

Family size and income fields must be completed on the WIOA application in OWD's statewide electronic case management system, even if the information is not required for eligibility determination. Information entered must be true and as accurate as possible.

The **only exception** to this rule is if the "household and income" tab of the WIOA application in OWD's statewide electronic case management system states *"Low income has already been established based upon previous entries. Family size and income are optional."* If this message displays, staff **do not** need to complete family size and income. If staff choose to enter family

size and income when it is not required, the information must be as accurate as possible and the record must contain allowable source documentation to verify the entry.

Self-Attesting Family Size and Income

Individuals may self-attest to family size and income **only** when family size and income are not required to be proven for eligibility purposes. Staff must enter the self-attested family size and income in OWD's statewide electronic case management system, print the completed application, and have the individual sign it. The family size and income fields are reported to the US Department of Labor on the Participant Individual Record Layout (PIRL).

Income Calculation Methods

In calculating the annualized income, determine the average six months gross earnings of all family members and then multiply by 2. Compare the applicant's annual family income and family size to the poverty line or LLSIL.

Local areas must utilize one of the following methods to calculate the Annualized Family Income and document what method was used to determine income in the Mandatory Initial Case Note.

Note: Other calculation methods may be utilized with OWD's approval.

Straight Pay / Salary Method:

Use the straight pay/salary method when the applicant submits pay stubs with no variation in wages. Use pay stubs with no variation in the wages from the most recent six months of family income. Based upon the length of the pay periods, (weekly, bi-weekly or monthly) the gross income is multiplied by the number of pay periods in a year. The result will be the annualized income used to determine eligibility.

Example: Five pay stubs are provided with gross wages of \$548.00 each; the pay stubs cover a period of three months, and the pay frequency is bi-weekly. Multiply the gross wages indicated on the pay stub by the frequency occurrence (bi-weekly): $13 \times \$548 = \$7,124$ (income for 6 months). Calculate the annual income by multiplying the 6 months' income by 2: $\$7,124 \times 2 = \$14,248.00$.

Average Pay Method:

Use the average pay method when the applicant submits pay stubs with variations in gross earnings (variations may be, but are not limited to being a result of overtime, lost time, or work for different employers. Total the gross earnings of all the pay stubs provided and divide the result by the number of pay stubs. The result will be the average gross earnings per pay period. Determine the pay frequency and multiply the gross average earnings by the number of pay periods in a year.

Example: Six pay stubs are submitted with variations in the gross earnings. Add the six pay stubs of \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00 = \$2,973.00. Divide: $\$2,973 \div 6 = \495.50 = average gross earnings. The pay frequency is weekly. Multiply:

$\$495.50 \times 26 = \$12,883$ (income for 6 months). Calculate the annual income by multiplying the 6 months' income by 2: $\$12,883 \times 2 = \$25,766$.

Intermittent Work Method:

Use the intermittent work method when an applicant has not had steady work with one or more employers. The applicant must supply as many pay stubs as possible from the most recent 6 months and complete an Applicant Statement explaining all missing pay stubs and non-work periods during the last six months. In such cases, total all wages for the six-month period and multiply the result by two, to annualize the wage income.

No Documented Income:

When an applicant reports no income, the applicant must indicate other resources relied upon for support during the last six months on the Applicant Statement. Relied upon resources may include resources such as unpaid debts, gifts, loans, etc.

When an applicant reports undocumented income, the applicant must enter their undocumented income for the last 6 months and when applicable, must indicate other resources relied upon for support on the Applicant Statement.

When the last resort Applicant Statement option is used to certify no income or undocumented income, the form must have a witness signature and the Case Manager must also sign and date the form.

Homeless Individual

(WIOA sec. 3(24) (G)) – is an individual who meets any of the following criteria:

- Lacks a fixed regular, and adequate nighttime residence; this includes a participant who:
 - a. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - c. Is living in an emergency or transitional shelter.
- Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground.

Individuals who are determined to be homeless are **automatically** considered low-income and eligible to receive services under WIOA Adult. See the Eligibility and Documentation Requirements Table for required documentation.

III. DISLOCATED WORKER PROGRAM ELIGIBILITY CRITERIA

WIOA Basic Career Services Eligibility

ABC enrollment allows basic career services up to Individualized Career Services, which includes self-service/informational services and staff-assisted services that are coded as 100-level services. Refer to the current statewide enrollment and exit issuance or the current activity code definitions issuance for the full list of allowable services under this category.

A Dislocated Worker must provide general eligibility documentation to receive staff-assisted Basic Career Services. An attestation of the individual's family size and income must be obtained. (See Self-Attesting Family Size and Income above).

Individualized Career and Training Services Eligibility

An individual may receive staff-assisted career and/or training level services when the individual meets Dislocated Worker eligibility and OWD's current Enrollment and Exit Issuance.

Dislocated Worker Eligibility

A dislocated worker may be determined eligible for services when employment since their layoff has not lead to self- sufficiency or the employment was in a declining industry.

Eligibility for Trade Adjustment Assistance (TAA), Reemployment Services & Eligibility Assessments (RESEA) satisfies the Dislocated Worker criteria. The individual must be determined eligible for these programs, but does not necessarily need to be enrolled in the respective program to be considered a Dislocated Worker.

Participation in an Unemployment Insurance "Shared Work" program does not constitute eligibility to receive unemployment compensation for Dislocated Worker eligibility purposes.

A Dislocated Worker with a Missouri Unemployment Insurance Compensation (UI or sometimes seen as UC) claim can access an Unemployment Verification Letter by utilizing the Division of Employment Security's Online Claims Filing System to serve as documentation of Dislocated Worker status. Termination/layoff and eligibility for Unemployment Insurance is documented if there are payments in the "Processed Weekly Request for Payments" section. If it also shows a zero dollar amount in the "Balance" field, this is proof of an exhausted claim and satisfies documentation for "unlikely to return."

If the Unemployment Verification Letter is not available, or does not indicate a zero balance to document "unlikely to return," refer to the Eligibility Documentation Requirements in the Dislocated Worker Program section, for complete eligibility criteria and acceptable documentation.

Criteria for Determining Eligibility for Dislocated Worker Program

Please see the Eligibility and Documentation Requirements Table (beginning on pg. 15) for more detail on each criterion. **Documentation must be maintained in the individual's record and documented in a case note.**

The following are the categories of dislocated workers.

Category 1:

- Has been terminated or laid off, or has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions or retirement); and
- Is eligible for or has exhausted entitlement to unemployment compensation (UI/UC); and
- Is unlikely to return to a previous industry or occupation (see -“What is “unlikely to return?” below)

At least one item of documentation for each of the following must be obtained:

- a. Permanently laid off,
- b. Unemployment Compensation status, and
- c. Unlikely to return.

Category 2:

- Has been terminated or laid off, or has received a notice of termination or lay-off, and
- Has been employed for duration sufficient to demonstrate attachment to the workforce (the State defines “attachment to the workforce” as having been employed for at least 6 months, at 30 hours a week or more, in the industry or occupation from which he/she was dislocated from through no fault of their own), but is not eligible for UC due to insufficient earnings or the employer is not covered under the state UC law, and
- Is unlikely to return to a previous industry or occupation (see -What is “unlikely to return?” below)

What is “unlikely to return”? (Applies to Category 1 and Category 2)

OWD allows the use of any one of the following considerations in defining “unlikely to return” when **written documentation** is available to prove the individual:

- Is a separated service member, under conditions other than dishonorable provided they provide a notice of separation (i.e. DD-214) that indicates a discharge other than dishonorable conditions and retirement;
- Is a military spouse required to leave employment due to a result of a military member’s transfer and circumstances prevent the spouse from immediately returning to their previous industry or occupation;
- Worked in a declining industry or occupation, as documented based on Labor Market Information such as O*NET® or the Missouri Economic Research & Information Center (MERIC);
- Was laid off and has exhausted unemployment insurance (UI/UC) benefits;
- Is unemployed due to a plant closing or permanent layoff (of 10 or more workers) within a 12-month period;
- Has had a lack of job offers as documented by the local Job Center (i.e. rejection letters from employers in the area or other documentation of unsuccessful efforts to obtain employment in the priory industry or occupation);
- Is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation;

- Has a physical limitation or an injury which would preclude reentry into the former industry or occupation;
- Has a poor employment history indicating a reduced capacity or ability to be re-employed in the former industry or occupation;
- Individual has circumstances that cause significant barriers to employment. These may include:
 - Justice-involved
 - Homeless
 - Basic skills deficient
 - Limited English Proficiency
 - Older worker (Age 55+)
 - Lack of necessary skills to become re-employed due to current requirements of the industry or occupation
- The individual's previous industry or occupation is unlikely to provide self-sufficiency;
- Has been unemployed 12 weeks within the last 20 months and has been unable to find a job in their former industry or occupation;
- Current documentation from the statewide electronic case management system that there is no current job order or that there appears to be an excess of applicants based on the total number of job openings for a job order for the O*NET® code from which the applicant is laid off. This must be used as a last resort.
- Any other documentation approved by OWD.

Category 3:

Individual is terminated or laid off, or has received notice of termination or layoff from employment as a result of the permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.

Closure: Name of the company, date, and verification of closure. (Letter or notice of closure from the company.)

Substantial layoff: The definition of substantial layoff is equivalent to that of OWD's definition of "Mass Layoff" for Rapid Response purposes. As of the date of this TAG, the definition is defined as any layoff affecting 25 or more workers (see OWD Statewide Employment Transition Team Policy)

Category 4:

Individual is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days; or

For purposes of eligibility to receive services other than training services as described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services:

is employed at a facility at which the employer has made a general announcement that such facility or military installation will close in excess of 180 days.

Category 5:

Individual was previously self-employed (including farmers, ranchers, and fisherman), but is unemployed due to general economic conditions in the community of residence or because of natural disaster.

Category 6:

Displaced Homemaker:

- An individual who has been providing unpaid services to family members in the home and
- Has been dependent on the income of another family member but is no longer supported by that income; or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

Category 7:

The spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

Category 8:

The spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Category 12:

Dislocated Worker Grant (DWG) eligibility:

Individual does not meet criteria outlined for Dislocated Workers in categories 1-8 above, but is an individual that meets DWG eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relation to Sec 170(b)(1)(A) workers affected by major economic dislocations or Sec 170(b)(1)(B) workers affected by an emergency of major disaster. This category only applies to applicable National Dislocated Worker Grants in operation in the state of Missouri and cannot be used to determine DW eligibility for WIOA formula fund or for projects funded through WIOA DW statewide funds.

Date of Dislocation

The individual's date of actual dislocation from employment is the last day of employment at the dislocation job (the last day worked).

Missouri Heroes Connect Program

Refer to requirements outlined under OWD's current Issuance for Missouri Heroes Connect program.

IV. SOURCE DOCUMENTATION REQUIREMENTS

Each criterion listed in the attached Eligibility and Documentation Requirements Table (beginning on pg. 15) must be documented using one document listed under the heading: Source Documentation or, for elements not specifically identified in the Table, as stated in TEGL 23-19, Change 1, Attachment 2. The source documentation must be in the form of a copy of the relevant document. These documents must be validated.

Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If multiple sources conflict, the most authoritative source must be used to determine if the data element is valid and accurate. The general categories of source documentation types include:

1. Case Notes: Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following:

- (a) A participant's status for a specific data element,
- (b) The date on which the information was obtained, and
- (c) The name of the case manager who obtained the information.

2. Cross-Match: A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate.

3. Electronic Records which may include:

- Participant Source Documents: Participant source documents maintained in the grantee's management information system (MIS) or other official record keeping system.
- Grantee participant service record: Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee's MIS or other official record keeping system.

4. Self-Attestation: Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic

signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation (Please refer to TEGL 23-19, Change 1, Attachment 2). If the grantee collects multiple sources for the same data element and the sources conflict, the most objective source should be used to determine if the data element is valid and accurate.

V. ALTERNATE FORMS OF DOCUMENTATION

Electronic Records vs. Hard-Copy Files

As the organization moves towards a paperless approach, OWD requires Local Workforce Development Boards (LWDBs) and Sub-recipients to utilize the upload feature OWD's statewide electronic case management system. Once staff verify the upload was successful, there is no reason to keep hard-copy documentation and staff may return the documentation to the individual or properly dispose of it. The one exception is when the individual has provided confidential information or has expressed an Equal Opportunity (EO) concern; all confidential information and EO concerns must be maintained in a separate and secure hard file.

Applicant Statement requirements

After review of the eligibility criteria along with possible ways to document the criteria, it was found that much of the documentation was readily available through a number of agencies or resources. Although, in some cases, definitive documentation is required, e.g., eligibility to work (I-9 requirements under IRCA) and Selective Service registration or exemption for males. This TAG allows for limited use of Applicant Statements to document those items which, in some cases, are not verifiable or which may cause undue hardship for individuals to obtain. An Applicant Statement may only be used in very specific instances and only after all practicable attempts to secure documentation have failed and have been documented in a case note in OWD's statewide electronic case management system.

The following requirements must be met:

- The Applicant Statement (DWD-5523) form must be used
- The corroborative contact or reliable witness must sign the statement attesting to the accuracy of the statement.

Use of the Applicant Statement is limited to the following instances:

- A. Family Size - when birth certificates or federal IRS Forms 1040 are not available;
- B. Individual Status - Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must complete an Applicant Statement attesting to their individual status. Such statements should be corroborated by the head of household in

which that person resides, if possible. The individual must also document the source of his/her support on the Applicant Statement; and/or

- C. Proof of income for individuals who claim no income or undocumented income – the Applicant Statement must document the means of support; e.g., family support or donations, for previous six month period.
- D. Proof of Category 5, 6, 7, or 8 Dislocated Worker eligibility

Applicant Statement vs Self Attestation

An Applicant statement must only be used in the four situations described above and must contain a corroborative witness signature. The Applicant Statement is used for those specific eligibility requirements that, in most instances, hard documentation would have been available.

A Self-Attestation is a signed statement by the applicant attesting to specific data elements that allow for self-disclosure. The signed Self- Attestation does not require a corroborative witness signature

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Social Security Number (SSN) Missouri Requirement	In instances where the applicant is hesitant to provide the SSN, staff should: • Explain the State's requirement to maintain confidentiality of their SSN and that the SSN cannot be made public. • The State must ensure that the SSN is maintained in a secure and confidential manner. • The State's reporting system uses the SSN to match a program individual's record with that individual's quarterly wage record information to assess the impact of the program's services. When an applicant refuses to provide his or her SSN and still requests workforce services: If it is determined the individual is eligible to receive the services requiring an SSN, staff will need to: (1) Create a "pseudo SSN"; (2) Proceed with enrollment; and, (3) Provide services. Additionally, staff must document in case notes their attempts to obtain the SSN. The Individual's with a pseudo SSN will be included in the outcomes for the performance measures. Local Boards may use supplemental data to document an individual's entry and retention in employment for those Individuals not covered by wage records or enrolled under a pseudo SSN.	Source Documentation (Must display SSN) • DD-214 • Employment Records • Social Service Agency Records • Public Assistance Records • Social Security Benefits • Social Security Card • W-2 Form • Proof of UI eligibility/unemployment wage records • Selective Service Registration (does not require SSN to be displayed) Dislocated Worker Grant Exception All Dislocated Worker Grant Individuals must have their SSN verified using the following source documentation: • Social Security Card • Other Federal or State ID displaying the SSN

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Date of Birth Data Element (200)	Documentation of date of birth is required for General Eligibility for all programs. The applicant must be 18 years or older at the time of participation in the WIOA Adult program.	Source Documentation (Must display Date of Birth) • Driver's License (current or expired) • Federal-, State- or locally issued government ID Card • Birth Certificate • DD-214, Report of Transfer or Discharge papers • Passport • Public Assistance/Social Service Records (including Selective Service Registration) • School Records or ID Card • Work Permit • Hospital Record of Birth • Proof of UI eligibility/unemployment wage records • Self-Attestation (last resort method)

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Eligible to Work in the United States	Citizenship/Alien Status documentation is required for General Eligibility. Participation in programs and activities financially assisted in whole or in part under WIOA shall be open to citizens and nationals of the U.S., lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the U.S	• DD-214 • Alien Registration Card/Work Permit • Birth Certificate • Foreign Passport (stamped eligible to work) • I-9 Supporting Documentation (staff do not have to complete the actual I-9 form) • Hospital Record of Birth • Naturalization Certification • U.S. Passport • Proof of UI eligibility/unemployment wage records

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Equal Opportunity (EO) and Complaint & Grievance Rights Notification	All employees, former employees, customers, non-customers or employers must be made aware of their equal opportunity rights and responsibilities, as well as their complaint and grievance rights under the Workforce Innovation and Opportunity Act. In order to ensure equal opportunity for customers within the Workforce System, the Missouri Office of Workforce Development (OWD) and all of its sub-recipients must provide initial and continuing notice that they do not discriminate on any prohibited grounds, and that there is a process to resolve any complaints or grievances.	Job Center staff must provide a copy of the <i>Equal Opportunity Notice</i> and the <i>Complaint & Grievance Notice</i> OWD-EO-15 to each employee, applicant, registrant, eligible applicant/registant, employer, and Individual; and retain original signed copies in the individual's record.
Selective Service Registration	Selective Service registration documentation is required for General Eligibility.	Staff must verify registration (for males born after 1959) • Verify using the Selective Service website and record the registration number into OWD's statewide electronic case management system. • If the registration number is not found, follow the guidance on pages 9-10 of this TAG. Reference: • U.S. Selective Service Verification website: www.sss.gov

Eligibility and Data Validation Documentation Requirements
Section I: GENERAL ELIGIBILITY

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Eligible Veteran Status Data Element (301)	Eligibility is based on one of three criteria: 1. If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged from such service under conditions other than dishonorable. 2. If the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. 3. If the individual is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed, pursuant to 38 U.S.C 101 in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.	Eligible Veteran status is a required data element to be recorded in OWD's statewide electronic case management system. Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.) • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Self-Attestation

**Eligibility and Data Validation Documentation
Requirements Section II. WIOA ADULT
PROGRAM**

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Automatic Indicators of Low Income:	If the following documentation is provided, then the individual is automatically considered low-income and additional income and family size documentation is NOT required.	Documentation for Automatic Low Income: • Homelessness (please refer to sub-section for source documentation) • SNAP (please refer to sub-section for source documentation) • TANF (please refer to sub-section for source documentation) • Supplemental Social Security (SSI)

Eligibility and Data Validation Documentation Requirements
Section II. WIOA ADULT PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Temporary Assistance to Needy Families (TANF) Data Element (600)	If the applicant is a person who is listed on the grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.	• Cross-Match with Public Assistance Records • Missouri Department of Social Services' Missouri Benefits Center website printout (TANF Eligibility Verification or TANF Period of Benefit Receipt Verification). • OWD's statewide electronic case management indicator for TANF (printout Referral Transmittal from TANF)
Supplemental Nutrition Assistance Program (SNAP) Data Element (603)	Individual is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)	• Cross-Match with Public Assistance Records • Missouri Department of Social Services' Missouri Benefits Center website printout (SNAP Eligibility Verification, Copy of Authorization to Receive Food Stamps or documentation of Food Stamp Benefit Receipt). • OWD's statewide electronic case management indicator for SNAP (printout Referral Transmittal from TANF)

Eligibility and Data Validation Documentation Requirements
Section II. WIOA ADULT PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Other Public Assistance Recipient: Data Element (604)	Individual is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments.	• Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database
Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI) Data Element (602)	Individual is receiving or has received SSI or SSDI under Title XVI of the Social Security Act in the last six months prior to participation in the program.	• SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database

Eligibility and Data Validation Documentation Requirements
Section II. WIOA ADULT PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Family Size and Income Data Element (802)	Determined when an individual received an income or is a member of a family that received an income for the six-month period prior to application for the program that in relation to family size does not exceed the higher of the poverty line or 70 percent of the lower living standard income. “Family” under WIOA means two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: • A married couple, and dependent children; • A parent or guardian and dependent children; or • A married couple. In addition to meeting, one of the five categories below, the individual must also meet low-income guidelines. 1. Any individual who has a verified, documented disability. 2. A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child. 3. A foster child on behalf of whom state or local government payments are made 4. A runaway youth who is separated from the family 5. An emancipated or court-adjudicated youth who is separated from the family	Documentation for Income • Pay Stubs • Award Letter from Veterans Administration • Compensation Award Letter • Court Documentation (Alimony Agreement, Court Award Letter) • Employer Statement/Contact • Housing Authority Verification • Social Security Benefits • Unemployment Insurance Documents • Last resort Applicant Statement (see specific requirements on pg. 16) Documentation for Family Size of 2 or more • Birth Certificates • Public Assistance Records (if all family members are listed) • Lease or Landlord Statement (if all family members are listed) • Marriage Records • Medical Records • Housing Authority Verification • Statement from a Public Care Facility (mental hospital, prison) • Most Recent Tax Return • Verification of Non-filing (formerly IRS 1722) • Last resort: Applicant Statement (see specific requirements on pg. 16) Documentation for Family-of-One • Most Recent Tax Return or Verification of IRS non-filing • Medical Records or Disability Documentation • Vocational Rehabilitation Record • Lease or Landlord Statement • Court Records (Decree of Court) • Public Assistance Records • Last resort: Applicant Statement (see specific requirements on pg. 16)

Eligibility and Data Validation Documentation Requirements
Section II. WIOA ADULT PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Homeless Individual Data Element (800)	If the applicant is an individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), Homeless is defined as an individual who lacks a fixed, regular, and adequate nighttime residence; <u>and</u> includes an individual who: • is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations; • is living in an emergency or transitional shelter; • is abandoned in a hospital; or • is awaiting foster care placement; or • is using a primary nighttime residence is a public or private place not designed for a regular sleeping accommodation for human beings; or • is living in cars, parks, public spaces, abandoned buildings, substandard housings, bus or train stations, or similar settings. For additional guidance see: http://nche.ed.gov	• Signed Intake WIOA Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Case Notes • A letter from caseworker or support provider

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Permanent Layoff UC Eligible Status Data Element (401)	<u>Category 1 - Permanent Layoff:</u> Has been terminated or laid off, or has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions); <u>and</u> Is eligible for, or has exhausted entitlement to, unemployment compensation; <u>and</u> Is unlikely to return to a previous industry or occupation.	Category 1. Permanent Layoff: Any one of the following three elements adequately document Category A eligibility: Copy DD-214, form 4 with any discharge reason (except dishonorable or retired). RESEA and RJS Eligible: • Case note in OWD's statewide electronic case management system. Trade Eligible: • Case note in OWD's statewide electronic case management system. Or, documentation from all three of the categories below: Lay-off status: • Proof of UI eligibility; or • Employer lay-off letter or notice; or, • Employer phone contact (case note contact, see pg.13 for specific requirements) Unemployment Insurance status: • Unemployment benefits print out or bank deposit record indicating UI deposit; or • Unemployment Verification Letter from DES Online Claim Filling System

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Permanent Layoff (continued)	<u>Category 1 - Permanent Layoff, continued</u>	Category 1. Permanent Layoff, <i>continued</i> Unlikely to return to previous occupation or industry: • Is a separated service member, under conditions other than dishonorable provided they provide a notice of separation (i.e. DD-214) that indicates a discharge other than dishonorable conditions; • Is a military spouse required to leave employment due to a result of a military member's transfer and circumstances prevent the spouse from immediately returning to their previous industry or occupation; • Worked in a declining industry or occupation, as documented based on Labor Market Information such as O*NET® or the Missouri Economic Research & Information Center (MERIC); • Was laid off and has exhausted unemployment insurance (UI) benefits; • Is unemployed due to a plant closing or permanent layoff (of 10 or more workers) within a 12-month period; • Has had a lack of job offers as documented by the local Job Center, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the priory industry or occupation; • Is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation; • Has a physical limitation or an injury which would preclude reentry into the former industry or occupation; • Has a poor employment history indicating a reduced capacity or ability to be re-employed in the former industry or occupation; • Individual has circumstances that cause significant barriers to employment. These may include: • Justice-involved • Homeless • Basic skills deficient • Limited English Proficiency • Older worker (Age 55+) • Lack of necessary skills to become re-employed due to current requirements of the industry or occupation

		• The individual's previous industry or occupation is unlikely to provide self-sufficiency; • Has been unemployed 12 weeks within the last 20 months and has been unable to find a job in their former industry or occupation; • Current documentation from the statewide electronic case management system that there is no current job order or that there appears to be an excess of applicants based on the total number of job openings for a job order for the O*NET® code from which the applicant is laid off. This must be used as a last resort. • Any other documentation approved by OWD
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Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Permanent Layoff (continued)	<u>Category 2 - Permanent Layoff:</u> Has been terminated or laid off, or has received a notice of termination or layoff, from employment; <u>and</u> Has been employed for a duration sufficient to demonstrate attachment to the workforce (the State defines "attachment to the workforce" as having been employed for at least 6 months, at 30 hours a week or more, in the industry or occupation from which he/she was dislocated from through no fault of their own), but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; <u>and</u> Is unlikely to return to a previous industry or occupation	Category 2- Permanent Layoff Insufficient earnings: • Documentation from DES indicating ineligibility due to insufficient earnings. • Paystubs showing employment for at least 30 hours a week for the 6 months in the industry or occupation from which dislocated from) and that the termination or layoff was no fault of the individual. Employer not covered: • Evidence that the employer was not covered under a State unemployment compensation law. Unlikely to return to previous occupation or industry: • Is a separated service member, under conditions other than dishonorable provided they provide a notice of separation (i.e. DD-214) that indicates a discharge other than dishonorable conditions; • Is a military spouse required to leave employment due to a result of a military member's transfer and circumstances prevent the spouse from immediately returning to their previous industry or occupation; • Worked in a declining industry or occupation, as documented based on Labor Market Information such as O*NET® or the Missouri Economic Research & Information Center (MERIC); • Is unemployed due to a plant closing or permanent layoff (of 10 or more workers) within a 12-month period; • Has had a lack of job offers as documented by the local Job Center, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry or occupation; • Is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation; • Has a physical limitation or an injury which would preclude reentry into the former industry or occupation; • Has a poor employment history indicating a reduced capacity or ability to be re-employed in the former industry or occupation;

		• Individual has circumstances that cause significant barriers to employment. These may include: • Justice-involved • Homeless • Basic skills deficient • Limited English Proficiency • Older worker (Age 55+) • Lack of necessary skills to become re-employed due to current requirements of the industry or occupation • The individual's previous industry or occupation is unlikely to provide self-sufficiency; • Has been unemployed 12 weeks within the last 20 months and has been unable to find a job in their former industry or occupation; • Current documentation from the statewide electronic case management system that there is no current job order or that there appears to be an excess of applicants based on the total number of job openings for a job order for the O*NET® code from which the applicant is laid off. This must be used as a last resort. • Any other documentation approved by OWD
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Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Permanent Closure or Substantial layoff	<u>Category 3 - Permanent Closure or Substantial Layoff:</u> Has been terminated or laid off, or has received a notice of termination or lay-off from employment, as a result of any permanent closure of, or any substantial lay-off at, a plant, facility, or enterprise Substantial layoff: The definition of substantial layoff is equivalent to that of OWD's definition of "Mass Layoff" for Rapid Response purposes. As of the date of this TAG, the definition is defined as any layoff affecting 25 or more workers.	Category 3- Permanent Closure or Substantial Layoff: Closure: • Documentation of employment at company; and • Letter or notice of closure from the company; or • Employer phone contact (case note contact); or • News article; or • Other documentation approved by OWD Employed at time of closure: • Documentation of employment at company; and • Employer lay-off letter or notice; or • Employer phone contact (case note contact); or • Other documentation approved by OWD Permanently laid off due to Substantial layoff: • Documentation of employment at company; and • Employer lay-off letter or notice; or • Employer phone contact (case note contact); or • Other documentation approved by OWD

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
General Announcement that facility will close	<u>Category 4 - General Announcement that facility will close:</u> Individual is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days; or For purposes of eligibility to receive services <u>other than</u> training services as described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close in excess of 180 days.	Category 4- General Announcement Employed at time of closure: • Documentation of employment at company; and • Employer letter or notice; or • Employer phone contact (case note contact)

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Self-Employed	<u>Category 5 - Self-Employed Dislocation:</u> Self-Employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. At least two items must be documented to verify eligibility under this category. There must be adequate documentation which clearly shows that the applicant (1) was self-employed and (2) is now unemployed.	Category 5- Self-Employed: 1. Evidence of self-employment: • Business tax return • Business license • Any other legal document which shows self-employment and which could be verified by phone 2. Evidence of business failure: • Due to natural disasters (Insurance records, Disaster Declaration, etc.) • Due to bankruptcy or foreclosure • Due to inability to secure capital necessary to continue a farm operation or other business. • Due to general economic conditions. In some instances, a self-employed person has not filed bankruptcy or other official evidence of business failure, but is willing to attest that he/she is no longer in business. In those instances, additional documentation may be necessary. NOTE: One item under “2. Evidence of business failure” must be documented to prove business failure. If failure was due to general economic conditions, the documentation must include evidence of the following: (continued)

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Self-Employed, continued	<u>Category 5 - Self-Employed Dislocation:</u> <i>continued</i>	Category 5- Self-Employed, <i>continued</i> 1. Failure of one or more businesses to which the self-employed individual supplied a sub proportion of products or services; 2. Failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services; 3. Substantial layoff(s) from or permanent closure(s) of one or more plants or facilities that support a significant portion of the State or local economy; and/or 4. Depressed price(s) or market(s) for the article(s) produced by the self-employed individual. Allowable Documentation: • Applicant Statement (see specific requirements on pg. 16) • Bank Loan Denial Letter (inability to secure capital) • Bankruptcy or foreclosure Records • Disaster Declaration, if due to natural disaster • Insurance Records

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element/ Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Displaced Homemaker	<u>Category 6 - Displaced Homemaker:</u> An individual who has been providing unpaid services to family members in the home and who— Has been dependent on the income of another family member but is no longer supported by that income; <u>or</u> Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; <u>and</u> Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	Category 6- Displaced Homemaker: Has been dependent on the income of another family member, but is no longer supported by that income: • Applicant Statement (see specific requirements on pg. 16) • Divorce or separation decree • Tax Records • Social services agency or shelter referral Military deployment of spouse: • Military record of deployment Unemployed or under-employed: • Applicant Statement (see specific requirements on pg. 16) • Pay stubs • Public Assistance Records • Unemployment Insurance Records (accompanied with an applicant statement).

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Spouse of an Armed Forces Member	<u>Category 7 - Spouse of an Armed Forces Member:</u> Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.	Category 7. Spouse of an Armed Forces Member: • Copy of the Permanent Change Station orders • DD-214 of the Armed Forces member • Applicant Statement (see specific requirements on pg. 16) • Pay stubs • Public Assistance Records • Unemployment Insurance Records (accompanied with an applicant statement)

Eligibility and Data Validation Documentation Requirements
Section III. DISLOCATED WORKER PROGRAM

Data Element / Eligibility Criteria	WIOA Program and Eligibility Requirements	Source Documentation Requirements
Spouse of an Armed Forces Member	<u>Category 8 - Spouse of an Armed Forces Member:</u> Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	Category 8-Spouse of an Armed Forces Member: • Copy of the Permanent Change Station orders • DD-214 of the Armed Forces member • Applicant Statement (see specific requirements on pg. 16) • Pay stubs • Public Assistance Records • Unemployment Insurance Records (accompanied with an applicant statement)
Dislocated Worker Grant (DWG)	<u>Category 12 – Dislocated Worker Grant (DWG)</u> Dislocated Worker Grant (DWG) eligibility: Individual does not meet criteria outlined for Dislocated Workers in categories 1-8 above, but is an individual that meets DWG eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relation to Sec 170(b)(1)(A) workers affected by major economic dislocations or Sec 170(b)(1)(B) workers affected by an emergency of major disaster.	Category 12. Dislocated Worker Grant: • Refer to applicable DWG manual or OWD guidance.

